

Tentative Parcel Map: Condo Conversion

(Additional Units are a [Tentative Map Application](#))

EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$2,240
ENVIRONMENTAL		\$629**	(\$3,610)
PDS REVIEW TEAMS			\$2,605
STORMWATER			\$2,255
DEH	SEPTIC/WELL		\$548
	SEWER		\$548
PDS TRAILS REVIEW			
VIOLATION FEE <i>(not included in total)</i>		None	
INITIAL DEPOSIT & FEE TOTAL			
\$8,277 (if Exempt)			
\$11,258 (if NOT Exempt)			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

** If determined NOT to be exempt, collect the \$3,610 deposit.

If "B" or "D" Special Area Regulation; Must comply with Site Plan Regulations **and** Submit a Site Plan **concurrently** with Condo Map.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Map
- [126 Acknowledgement of Filing Fees and Deposits \(see Note #1\)](#)
- [240 Land Division Statement \(see PDS-249A for details\)](#)
- [277 Notice of Proposed Minor Subdivision](#)
- [299 Supplemental Public Notice Certification](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel \(and any Deeds\)](#)
- [394 Preliminary Floodplain Evaluation](#)
- [399F Fire Availability](#)
- [399S Sewer Availability](#)
- [399SC School Availability](#)
- [399W Water Availability](#)
- [514 Public Notice Certification](#)
- [LUEG-SW Stormwater Intake Form for Development Projects](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Maps: **Eleven (11) copies. (see Note #4)**
- Public Notice Package **(see PDS-516 for Specific Requirements).**

277 Notice of Proposed Minor Subdivision: **One (1) hard copy.**
346 Discretionary Permit Application: **One (1) hard copy.**
LUEG-SW Stormwater Intake Form for Development Projects: **Two (2) hard copies.**

PART C:

All items below are informational only and not to be submitted.

209 Defense and Indemnification Agreement FAQs
249A Tentative Parcel Map Applicant's Guide
298 Supplemental Public Notice Procedure
312 Condominium Conversion Applicant's Guide
515 Public Notice Procedure
516 Public Notice Applicant's Guide
906 Signature Requirements
 Policy G-3: Determination of Legal Parcel
 Policy 1-49: Distribution of Notification of Land Use Hearings

Submittal Appointments are no longer required.
Check-in at the main PDS counter no later than 3:30 p.m.
Submittal package MUST BE complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Maps are to be stapled together in sets and folded to 8½" x 11" (Size of map: 1 or 2 sheets 18" x 26") with the lower right-hand corner exposed.
5. Conversions of existing structures with no additional dwelling units proposed may be categorically exempt from CEQA (Section 15301 (k) or 15282 (f), therefore CEQA environmental exemption fees are required.
6. Service Availability forms are required. Ask whether the building has received final building inspection for occupancy.
7. Must comply with Site Plan regulations.
8. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
9. **Review PDS-312 prior to appointment for processing differences in Public Notice Package.**
10. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.